

# What Applicants Need To Know

This information can also be found in the process summary of the Annual Grant Program application in Foundant.

- Funding is only available for education, prevention, treatment and/or research of alcohol and/or substance abuse (substance use disorder) per Chapter 18B-805 (h) of the North Carolina General Statutes. These guidelines will be strictly followed.
- The ABC Board is interested in new projects/programs that show innovation or demonstrate a significant enhancement to existing projects/programs.
- Grants will be awarded between \$10,000 to \$100,000 for a one-year project period, depending on and in alignment with the applicant's proposed project/program and at the discretion of the Board of Directors.
- Eligible organizations are/have:
  - New Hanover County non-profit, tax-exempt charitable organizations exempt under Section 501(c)(3) of the Internal Revenue Code or to governmental entities such as the State of North Carolina and its agencies, municipal corporations and political subdivisions of the State. A fiscal agent/sponsorship arrangement will not be considered.
  - 501(c)(3) determination letters located in and serving residents of New Hanover County.
  - Evidence of a minimum of three (3) consecutive years of demonstrated organization strength in leadership, track record and sustainability results.
  - An independent audit completed by a licensed certified public accountant within two (2) years (2020 or 2021 audits accepted only), if the grant request is over \$25,000. Organizations requested \$25,000 or below are required to provide a review or

audit completed by a licensed certified public accountant within two (2) years (2020 or 2021 reviews accepted only). There will be no exceptions.

- Only those organizations that move to the final evaluation stage will be contacted for a required site visit.
- Only two (2) semi-annual reports are required; one (1) at the 6-month interval and one (1) at the end of the grant period.
- As always, human interest stories and photos are required to share the good work of the grantees and the ABC Board.

## **Important Information About The Application**

### **Getting Started**

Getting started means getting organized! This will help applicants to prepare a better grant application.

Begin by creating an Organization Account (if the applicant organization currently has an account – do not create a duplicate – simply enter the system as typically done). Go to the ABC Board's online grants management system at [Foundant](#). Select one (1) login email address/password to be used for all submissions. Provide the email address of the person ultimately responsible for grant administration. The ABC Board Grant Administration Staff will communicate all pertinent information to this email address. It's important to keep contact information current so that communications from the ABC Board are not missed. Changes can be made to the organization's profile at any time.

### **Grant Application**

The grant application for the Annual Grant Program can be found at [Foundant](#). Be sure to select the correct application process for the Annual Grant Program.

### **Required Application Documents**

Prior to beginning the application, be sure to download and carefully read the Annual Grant Program documents. By previewing the documents there will be no surprises and the application process will go more smoothly. Links to all documents are found in the application in Foundant. These documents include:

- FY 2024 Annual Grant Program Guidelines & Terms
- FY 2024 Annual Grant Program Budget Worksheet Instructions
- FY 2024 Annual Grant Program Budget Template
- FY 2024 Annual Grant Program Project/Program Timeline

### **Required Supporting Documents**

Collect other required supporting documents in electronic file format that will need to be uploaded in the application process. These documents include:

- Most current 501(c)(3) IRS Determination Letter/Letter of Proof
- Independent audit completed by a licensed certified public accountant within two (2) years (2020 or 2021 audits accepted for request grants over \$25,000 – no exceptions), reviews by a licensed certified public accountant within two (2) year (2020 or 2021 reviews accepted only form requested grants \$25,000 and below).
- Board Approved Annual Organization Budgets (both current & previous year)
- Most current Board of Directors Roster

### **Helpful Sites**

- Review the Frequently Asked Questions which provide helpful information.
- Take the Applicant Tutorial to get started with the application process.

### **Technical Assistance**

For assistance with any technical problems in the grant application process, contact Kathy Clark, Finance Officer, at [kclark@nhcabc.com](mailto:kclark@nhcabc.com)